

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> <b>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, &amp; 30</b>				1. REQUISITION NUMBER See Schedule		PAGE OF 1 16							
2. CONTRACT NO. EP-W-11-011			3. AWARD/ EFFECTIVE DATE		4. ORDER NUMBER 0043		5. SOLICITATION NUMBER						
							6. SOLICITATION ISSUE DATE						
7. <b>FOR SOLICITATION INFORMATION CALL:</b>			a. NAME Jennifer Kuhn			b. TELEPHONE NUMBER (No collect calls) 202-564-0844		8. OFFER DUE DATE/LOCAL TIME					
9. ISSUED BY HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460			CODE HPOD		10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: % FOR: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> SMALL BUSINESS  <input type="checkbox"/> HUBZONE SMALL BUSINESS  <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS </div> <div> <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM  <input type="checkbox"/> EDWOSB  <input type="checkbox"/> 8(A) </div> <div> NAICS: 541611   SIZE STANDARD: \$14.0 </div> </div>								
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE			12. DISCOUNT TERMS			13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>		13b. RATING					
15. DELIVER TO Kevin Nelson USEPA Headquarters William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. nelson.kevin@epa.gov Washington DC 20460			CODE 1807T		16. ADMINISTERED BY HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				CODE HPOD				
17a. CONTRACTOR/OFFEROR CH2M HILL INC. Attn: (b)(4) 9191 S JAMAICA STREET Englewood CO 80112			CODE (b)(4)		FACILITY CODE		18a. PAYMENT WILL BE MADE BY RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711						
TELEPHONE NO.							18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM						
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER													
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/SERVICES				21. QUANTITY		22. UNIT		23. UNIT PRICE		24. AMOUNT	
0001		DUNS Number: (b)(4) TOPO: Kevin Nelson Max Expire Date: 06/01/2015 Period of Performance: 09/02/2014 to 06/01/2015  Technical assistance to address equitable development issues related to the construction of the Maryland Transit Administrations (MTA) Purple line in accordance with the attached statement of work and the contractor's approved work plan and cost estimate dated 01 August 2014.  (Use Reverse and/or Attach Additional Sheets as Necessary)										61,915.38	
25. ACCOUNTING AND APPROPRIATION DATA See schedule								26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$61,915.38					
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA								<input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED. <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.					
<input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.						<input checked="" type="checkbox"/> 29. AWARD OF CONTRACT: REF. Proposal OFFER DATED 08/01/2014, YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: 0001							
30a. SIGNATURE OF OFFEROR/CONTRACTOR						31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)  ELECTRONIC SIGNATURE							
30b. NAME AND TITLE OF SIGNER (Type or print)				30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (Type or print) Jennifer Kuhn				31c. DATE SIGNED 09/02/2014			

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	Cost Ceiling: (b)(4) Fixed Fee Ceiling: (b)(4) Requisition No: PR-OA-14-00019, PR-OA-14-00099  Accounting Info: 13-14-B-11W-301MA4-2505-1411W31110-001 BFY: 13 EFY: 14 Fund: B Budget Org: 11W Program (PRC): 301MA4 Budget (BOC): 2505 DCN - Line ID: 1411W31110-001 Funding Flag: Complete Funded: \$17,130.00 Accounting Info: 13-14-B-11W-301M43-2505-1411W31110-002 BFY: 13 EFY: 14 Fund: B Budget Org: 11W Program (PRC): 301M43 Budget (BOC): 2505 DCN - Line ID: 1411W31110-002 Funding Flag: Complete Funded: \$2,870.00 Accounting Info: 14-15-B-11W-301M43-2505-1411W41060-002 BFY: 14 EFY: 15 Fund: B Budget Org: 11W Program (PRC): 301M43 Budget (BOC): 2505 DCN - Line ID: 1411W41060-002 Funding Flag: Complete Funded: \$2,589.00 Accounting Info: 14-15-BR-11W0X77-301MA4-2505-1411W41060-001 BFY: 14 EFY: 15 Fund: BR Budget Org: 11W0X77 Program (PRC): 301MA4 Budget (BOC): 2505 DCN - Line ID: Continued ...				

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED    ☐ INSPECTED    ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: \_\_\_\_\_

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
			32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT	37. CHECK NUMBER
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	
38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY		
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT		42a. RECEIVED BY (Print)		
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		42b. RECEIVED AT (Location)		
		42c. DATE REC'D (YY/MM/DD)		42d. TOTAL CONTAINERS

NAME OF OFFEROR OR CONTRACTOR  
CH2M HILL INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	1411W41060-001 Funding Flag: Complete Funded: \$39,326.38  The obligated amount of award: \$61,915.38. The total for this award is shown in box 26.				

Statement of Work  
Contract Number: EP-W-11-009/EP-W-11-010/EP-W-11-011  
RFO Number: 0043

**I. TITLE**

Planning for Equitable Development Adjacent to Purple Line in Maryland

**II. PERIOD OF PERFORMANCE**

From: Date of the Contract Award  
To: Nine Months after Contract Award

**III. BACKGROUND**

The Maryland Transit Administration (MTA) is preparing to build the Purple Line, a 16-mile light rail transit line, which will lead to new development, in Montgomery and Prince George's Counties. The Partnership for Sustainable Communities (PSC) is making it a priority to provide technical assistance to maximize the equity and redevelopment potential of this investment, putting to use Housing and Urban Development (HUD), Department of Transportation (DOT), and Environmental Protection Agencies' prior work on equitable development. The assistance will focus on the Langley Park neighborhood in Prince George's County, which will serve as a model on how to preserve affordable housing and protect existing small businesses.

Langley Park will have two (2) Purple Line stations (Takoma/Langley Transit Center and Riggs Road) around which development will center. Langley Park currently has a high percentage of low-income, minority, and immigrant residents who are especially vulnerable to displacement resulting from conversion of affordable housing. Langley Park's existing, vibrant small businesses are also at risk due to rising rents and a potential loss of the existing customer-base. Due to these current conditions, the associated redevelopment risks causing ownership turnover and displacement of existing residents and businesses.

EPA, HUD, and DOT are engaging with the Purple Line Corridor Coalition (PLCC), a group of government agencies and public interest organizations active along the Purple Line route. This project will involve engaging with the PLCC and its members with specific interest in the Langley Park area, particularly Prince George's County and CASA de Maryland, an organization that represents and advocates for low-income and immigrant populations in Langley Park.

This project will support and build upon the PLCC's work to address equitable development in the neighborhoods along the route. This project will focus on Langley Park to introduce methods that are available to promote equitable development throughout the transit corridor, particularly within Prince George's County. Construction of the Purple Line is scheduled to begin in 2015, and prices for some properties in the neighborhood have already risen significantly, underscoring the importance of providing this technical assistance quickly.



## IV. PURPOSE AND OBJECTIVE

This project aims to increase the likelihood that the Langley Park community can capitalize on the new transit line investments while minimizing displacement of low income households and existing businesses. By strengthening the PLCC, this task order will result in improved communication and collaboration between the community and public officials, and it will help to integrate equitable development goals into ongoing county plans and policies. The task order will also serve as a model for future DOT investments and help inform PSC activities in future years.

The process will engage national experts and build on previously-developed tools to help the community identify appropriate policy strategies and analytical approaches. These resources include, but are not limited to, the equitable development tool under EPA's Building Blocks for Sustainable Communities program, the HUD<sup>1</sup> and DOT<sup>2</sup> portfolios on preserving affordable housing near transit, and work pursuant to HUD's Sustainable Community Challenge Grant to the Prince George's County.<sup>3</sup> The task order will support a stakeholder engagement process that will allow CASA de Maryland, Prince George's County, and the Langley Park community to discuss and identify the strategies and approaches most appropriate to their local needs.

EPA is requesting contractor assistance with the following activities:

1. Researching existing tools, resources, and best practices for preserving affordable housing and existing businesses;
2. Researching existing local and state documents, policies, and regulatory frameworks that will affect strategy selection;
3. Analyzing existing conditions in Langley Park and applying the tools and resources discovered during background research;
4. Preparing an Interim Report summarizing the findings of the above to be used as a preparatory briefing document in advance of a multi-day stakeholder workshop;
5. Preparing for and conducting a multi-day workshop for public and private stakeholders to develop a consensus around which strategies would be most appropriate for the Langley Park community;
6. Preparing a Final Report documenting the conclusions reached at the stakeholder workshop and next steps the participants can take to pursue the preferred strategies; and
7. Providing feedback to EPA on how to improve the Building Blocks Equitable Development tool.

By utilizing existing tools and resources, Langley Park can model smart growth approaches for other communities along the Purple Line corridor. Consistent with EPA's mission, this will help

---

<sup>1</sup> See, U.S. Department of Housing & Urban Development. *Transit Oriented Development*. <http://www.hud.gov/offices/cpd/about/conplan/tod.cfm>.

<sup>2</sup> See, U.S. Department of Transportation, Federal Transit Administration. *Affordable Housing Near Transit*. [http://www.fta.dot.gov/about\\_FTA\\_10966.html](http://www.fta.dot.gov/about_FTA_10966.html).

<sup>3</sup> See, The Maryland-National Capital Park & Planning Commission, Prince George's County Planning Board. *M-NCPPC Prince George's Planning Department Awarded Federal Sustainable Community Challenge Grant*. October 21, 2010. [http://www.pgplanning.org/News/Press\\_Releases/Current\\_Releases/October\\_21\\_2010.htm](http://www.pgplanning.org/News/Press_Releases/Current_Releases/October_21_2010.htm).

these communities to develop in ways that safeguard the natural environment and protect human health. This project will support the objectives of the PSC, EPA, HUD, and DOT.

## **V. QUALITY ASSURANCE (QA) REQUIREMENTS**

Check [ ] Yes if the following is required or [X] NO if the following is not required. The Contractor shall submit with their technical proposal a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project that generates environmental data using models.

TOPO's will provide additional information here, if **Yes** is checked above.

## **VI. TASKS AND DELIVERABLES**

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

### **Task 1: Background Research and Preparation.**

(Contract Reference: II.B. TECHNICAL ASSISTANCE Page 1-17 of 27)

In Task 1, the Contractor will perform the necessary background research and preparations necessary to inform the workshop and Final Report described in Tasks 2 and 3. Task 1 has distinct but overlapping elements: (A) collaborate with a Small Project Team and two advisory committees; (B) research existing tools and resources on best practices and strategies; (C) research existing local and state policies that will affect selection of appropriate strategies; (D) analyze existing conditions in Langley Park and apply knowledge acquired during background research; and (E) prepare an Interim Report summarizing results of Task 1.

### **1A. Collaborate with the Small Project Team and Two Advisory Committees.**

The Contractor will collaborate with three (3) groups: a Small Project Team, a federal advisory committee, and a local/county/state advisory committee. The Small Project Team will consist of an EPA-identified representative from each of the following:

1. Headquarters and/or regional staff from EPA, HUD, and DOT;
2. Key staff from each relevant department of Prince George's County (e.g., planning, housing, community development, transportation);
3. CASA de Maryland;
4. The Purple Line Corridor Coalition; and
5. Maryland Transit Administration.

The Contractor will have regular calls to brief the Small Project Team on the Contractor's findings and progress. During the research phases of Task 1, the Contractor shall hold monthly

calls with the Small Project Team of approximately one (1) hour in length. As the Contractor moves into the analysis stage (Task 1D) and begins preparing for the stakeholder workshop (Tasks 1E and 2), calls with the Small Project Team shall be held on a biweekly basis. After the workshop, the calls will again be held on a monthly basis.

EPA will work with the Small Project Team to determine the appropriate members of the two advisory committees. The Contractor will have one call, approximately one (1) hour in length, with each of the advisory committees (federal and local/county/state) in preparation for the workshop. The Contractor will use these calls to confirm, clarify, and gather information that is specific to the advisory committee members' areas of expertise (e.g., county housing regulations). After the workshop, the Contractor will have another call with each advisory committee to clarify outstanding items and discuss next steps.

The Contractor shall work with local staff and leaders to gather firsthand information on existing conditions, goals, and plans in the community. The Contractor shall consult with representatives of the Langley Park residential and business communities, the Prince George's County Planning Department, CASA de Maryland, and the Purple Line Corridor Coalition. A thorough review of the Final Environmental Impact Statement (FEIS) will give the Contractor a better idea of the relevant stakeholders.

Additionally, the Contractor shall ensure that this project complements and coordinates with efforts underway by the Purple Line Corridor Coalition and by Prince George's County and does not duplicate or conflict with these ongoing activities. The Contractor shall likewise seek to ensure that the project complements any other ongoing organized efforts relating to housing, development, and transportation in the area.

For budgeting purposes, all hours estimated for deliverables shall include time spent on email communications between calls and being responsive to feedback and input.

#### **1B. Research Existing Tools and Resources on Best Practices and Strategies.**

The participating agencies and other research organizations have produced tools, analytical guides, and other resources about preserving affordable housing and promoting equitable development. The Contractor shall collect and review these resources. The Contractor should particularly focus on the equitable development tool under EPA's Building Blocks for Sustainable Communities program, the HUD and DOT portfolio on preserving affordable housing near transit, and PolicyLink's equitable development toolkit.

For budgeting purposes, this task is not expected to exceed 15 hours. The Contractor will discuss its findings with the Small Project Team via email, as appropriate, and during the second monthly Small Project Team call.

#### **1C. Research Existing Local and State Documents and Conditions that Will Affect Selection of Appropriate Strategies.**

The objective of this review is to get a picture of the political, legal, and regulatory framework that will set the context for any of the strategies selected. Identify where the legal and policy framework supports or hinders investment and preservation of a range of types of quality, affordable housing and local business diversity.

The Contractor shall review planning documents and other information relevant to community development in Prince George's County and Langley Park. The Contractor's research should focus on elements relating to transit-oriented development, affordable housing, and small businesses. After award of the task order, EPA and the Small Project Team will provide the Contractor with a list of the documents to review, which may include:<sup>4</sup>

1. Available plans or reports in draft or final form prepared as part of the Purple Line project, particularly the FEIS and related supporting documents;
2. Comprehensive plans, economic development plans, or other relevant community plans, particularly those listed in the FEIS and any plans currently under development in Prince George's County;
3. Workforce profiles and plans of area employers and businesses;
4. Available plans or reports in draft or final form prepared pursuant to the 2010 U.S. HUD Sustainable Community Challenge Grant awarded to Prince George's County;
5. Codes, ordinances, and zoning related to housing and redevelopment in Langley Park;
6. Plans, investments, and projects of local and regional development organizations;
7. Public or other reports on housing and housing investment trends;
8. Public or other reports on small business retention trends; and
9. Relevant state laws and documents such as the Maryland Sustainability Indicators Report; Code of Maryland Regulations 66B and 28; and other legislation listed in the FEIS in Chapter 4, Section 4.2.1 "Regulatory Context and Methodology."

The Contractor shall note where new or modified provisions could be introduced in support of strategies to promote equitable development; these items should be included in the Interim Report (Task 1E). The Contractor will discuss its findings with the Small Project Team via email, as appropriate, and during the third monthly Small Project Team call.

### **1D. Analyze Existing Conditions in Langley Park and Apply Background Research.**

After gathering the above information, the Contractor shall apply those tools and resources to the Langley Park community. The Contractor shall analyze the information with the goal of presenting relevant information at the multi-day workshop detailed in Task 2. The foundation for this analysis shall be the equitable development tool under EPA's Building Blocks program; one of the Contractor's deliverables will be to write a short memo of recommendations for improving this tool (Task 3B). The Contractor shall incorporate the results of this analysis into the Interim Report described below in Task 1E.

---

<sup>4</sup> See Final Environmental Impact Statement (FEIS), Chapter 4, for specific citations and references to many of the relevant documents. Many chapters in the FEIS contain relevant information. The FEIS is available at <http://www.purplelinemd.com/en/studies-reports/feis-document>.

The purpose of this task is to gather, analyze, and summarize information that will help decision-makers understand current conditions and how those conditions affect which strategies might be most appropriate for Langley Park to use. The Contractor shall begin with the work previously gathered and reported for the FEIS. The Contractor shall research the current conditions in Langley Park including appropriate statistical, demographic, and geographic data necessary for applying the tools and strategies compiled during the preceding portions of this task. Data and trends to analyze shall include income, age, education level, nationality, primary language, and travel patterns. The Contractor shall note any gaps in the analysis and propose supplemental methods.

The Contractor will discuss its findings with the Small Project Team via email, as appropriate, and during biweekly Small Project Team calls. The Contractor shall make use of the Small Project Team and the advisory committee members to identify and locate any relevant but uncommon sources of data and information.

### **1E. Apply Findings from 1C and 1D to the Strategies Researched in 1B, and Prepare Interim Report.**

After conducting the above research, the Contractor shall analyze and apply its findings to develop a list of best practices and strategies that Prince George's County can implement in cooperation with its stakeholders, including the Purple Line Corridor Coalition. The Contractor should specifically look for ways to integrate these strategies into ongoing County plans and policies. Where appropriate, the Contractor is also invited to include strategies that could be implemented by private stakeholders, the Metropolitan Washington Council of Governments, Maryland State agencies, or federal government agencies.

The Contractor shall prepare an Interim Report, a ten to fifteen (10-15) page Word document, in advance of the workshop. This Interim Report will serve both as document for briefing technical staff in advance of the workshop and as an initial version of the Final Report (see Task 3A for required contents), which will be completed after the workshop. The Contractor shall explain and summarize the review conducted for Task 1 so that attendees of the workshop, particularly County staff, can adequately prepare. This document will explain the Contractor's analysis and document notable findings, challenges, and opportunities.

This document shall provide preliminary policy options to discuss at the workshop. Each option shall include a brief description of the option, its benefits and drawbacks, how to implement it, how another community has used the strategy, and at least one bibliographic resource. The options will be discussed in further depth at the workshop, and the Final Report will provide more detail on those policy options that the workshop's attendees deemed most promising.

Information from this Interim Report will be used as the background section in the Final Report, as well as to ensure common understanding of these key findings and observations by the Contractor and the EPA as they plan subsequent project activities.

The Contractor will discuss its findings and ideas for the Interim Report with the Small Project Team via email, as appropriate, and during biweekly Small Project Team calls. The Contractor

shall make use of the Small Project Team and the advisory committee members' knowledge to better inform the Interim Report.

The Contractor shall submit an outline of the Interim Report, an approximately five (5)-page Word document, to EPA by the earliest of: ten (10) weeks before the workshop OR five (5) months after the contract award. EPA will return comments within two (2) weeks. The Contractor shall submit a draft Interim Report, a ten to fifteen (10-15) page Word document, to EPA six (6) weeks before the workshop. EPA will send comments within two (2) weeks. The Contractor will submit a final Interim Report, a ten to fifteen (10-15) page Word document, to EPA at least two (2) weeks before the workshop. EPA will then distribute the Interim Report to a subset of workshop attendees to review in preparation for the workshop.

## **Task 2: Conduct Multi-Day Stakeholder Workshop**

(Contract Reference: II.B. TECHNICAL ASSISTANCE Page 1-17 of 27)

The Contractor shall organize and conduct a multi-day workshop for public and private stakeholders in the Langley Park community. The Contractor will work with the Small Project Team to determine the workshop dates based on the schedules of key participants. The workshop shall occur approximately seven (7) months after the contract award; the specific date should be determined within four (4) months after the contract award.

During this two to three (2-3) day workshop,<sup>5</sup> the Contractor shall meet the following objectives:

1. Share the findings from Task 1 and seek additional input about local conditions;
2. Expose a broad set of stakeholders and implementers to successful strategies and best practices for preserving existing residences and business in a period of significant new transportation investment; and
3. Facilitate a discussion on housing and business retention strategies that would be most appropriate for Langley Park.

The Contractor, with assistance from the Small Project Team and Advisory Committee members identified as part of Task 1A, will lead discussions to help stakeholders begin to determine which strategies are of highest priority to pursue. The Contractor shall present options and potential criteria for prioritizing among those options, such as which strategies will have the greatest effect and which strategies are most feasible in the short-term. Discuss and solicit feedback on approaches to preserving affordable housing and existing businesses, with the goal of finding a consensus on which approaches should be further pursued. Additionally, the Contractor shall seek information from local staff about which parties would be responsible for implementation of particular strategies and elements of strategies.

The Contractor shall make use of the presentation materials available from EPA's Equitable Development Building Blocks tool, with amendments as necessary. As much as possible, the

---

<sup>5</sup> Length of workshop to be determined based on Contractor's travel needs.



Contractor's presentation slides shall depict the findings using pictures, graphs, maps, and other pictorial representations as opposed to being based solely on text.

The Contractor shall submit a draft workshop agenda, an approximately two (2)-page Word document, eight (8) weeks before the scheduled workshop. The Small Project Team will discuss the agenda during their regularly-scheduled biweekly calls. EPA will send comments within two (2) weeks. The Contractor will submit a final workshop agenda, an approximately two (2)-page Word document, four (4) weeks before the scheduled workshop.

EPA will have final approval of the agenda and selection of the venue, attendees, and presenters. The following elements and the agenda elements in the EPA's Building Blocks tool shall inform the drafting of the agenda for the workshop:

1. Local staff and officials, the Small Project Team, and some members of the advisory committees will examine and discuss the findings presented in the Interim Report. The Contractor and the Small Project Team will seek local knowledge to finish completing their picture of current conditions and prospects. It may be appropriate to have several meetings with smaller groups of people with different areas of expertise. (Private)
2. DOT senior officials and local elected officials will kick-off the workshop. This will help draw a larger audience for the stakeholder events, and it will give officials the opportunity to stick around to hear from their constituents. (Public)
3. Large stakeholder meetings will allow the Contractor and project team to get feedback and input from community stakeholders and businesses. CASA de Maryland and County officials will lead in identifying and inviting the appropriate representatives from the community. It may be appropriate to have separate stakeholder meetings focusing on business interests and on residents' interests. (Public)
4. The Contractor and Small Project Team will reconvene to triage and narrow possible options and strategies. It may be appropriate to reconvene multiple times, such as after each stakeholder meeting. (Private)
5. The Contractor shall work with the Small Project Team to report out and identify next steps. The objectives will be to identify the most appropriate strategies and which stakeholders/participants would need to implement the various elements of those strategies. Other objectives include identifying barriers to implementation and any additional federal and state resources. (Private)

The Contractor will work with CASA de Maryland and the Purple Line Corridor Coalition to organize local logistics, such as venue selection. EPA and the Small Project Team will develop an invitation list, which will include elected officials, county staff, local business representatives, community organizations, and members of the general public. Some portions of the activities will be private, and others will involve public participation; group sizes will vary.

The Contractor shall be responsible for providing the technical staff with a briefing document in advance of the workshop (Interim Report Task 1E), presenting at the workshop, and taking notes during the workshop sessions. Notes taken should focus on items requiring follow-up and points to add to the Final Report.

### **TASK 3: Prepare Final Deliverables.**

(Contract Reference: II.B. TECHNICAL ASSISTANCE Page 1-17 of 27)

#### **3A. Prepare Final Report**

The Contractor shall prepare a Final Report that revises the Interim Report to incorporate the findings and conclusions of the workshop. The Final Report will summarize the key findings and results of Tasks 1 and 2 to provide the County and other participants with a roadmap for going forward.

The Contractor shall make use of the Small Project Team and the advisory committee members' knowledge to better inform the Final Report. The Contractor will discuss the Final Report with the Small Project Team via email, as appropriate, and during biweekly Small Project Team calls. The Contractor will also discuss the Final Report during one (1) conference call, of approximately one (1) hour in length, with each of the advisory committees.

The Final Report shall be approximately 20 pages summarizing key insights, outcomes, and actions identified. The report shall include the following contents:

1. Executive Summary (1-2 pages)
2. Introduction (1-2 pages)
  - a. Explain the context for this report and challenges and opportunities faced by Langley Park.
  - b. Explain how Langley Park could serve as a model and how the results may be applicable to other communities along the Purple Line and in other similar corridors.
3. Policy Background for Langley Park
  - a. Summarize the existing conditions and policy framework in Langley Park.
  - b. Provide relevant results from Task 1.
4. Best Practices and Strategies
  - a. Present the most promising strategies, including the feedback acquired at the workshop.
  - b. For each strategy, describe the strategy and:
    - i. its benefits and drawbacks;
    - ii. how implementation would occur;
    - iii. how at least one other community has used the strategy, including key implementers, funding sources, barriers, and lessons learned; and
  - c. Direct the reader to appropriate bibliographic resources for additional information.
5. Next Steps for Langley Park and Prince George's County
  - a. Explain how the user can interpret and apply the results of the analyses.
  - b. Provide some details on how to implement the proposed strategies, such as:
    - i. which stakeholders are responsible for implementing the different elements;
    - ii. identifiable challenges and methods for overcoming them;

- iii. estimates for timelines for implementation.

The Contractor shall submit to EPA a draft of the Final Report (or a detailed outline of changes to be made to the Interim Report) within three (3) weeks after the workshop. EPA and the Small Project Team will review the proposed changes and send comments within two (2) weeks. The Contractor shall submit a revised draft of the Final Report to EPA seven (7) weeks after the conclusion of the workshop. The Contractor shall proofread for errors and readability prior to submitting the report to EPA. EPA and the Small Project Team will review the draft Final Report and send comments within two (2) weeks. The Contractor shall submit the Final Report to EPA within ten (10) weeks after the workshop.

The Contractor shall provide all photos and charts used in the document in their native format as separate files, in addition to embedding them in the final document. The Final Report shall be delivered both in electronic, editable format (e.g., Word) and as a 508-compliant PDF.

The Contractor shall ensure that the Final Report conforms to the OSC Style Guide and Report Guidance. The Contractor shall include citations using footnotes for all material used in preparing the report, including prior work done by the author. The Contractor shall primarily use original language to describe other cited work, including prior work done by the author. Any text that is a direct quote from another source must be in quotes and must be accurately cited. The report must include appropriate citations with complete bibliographic information for all quotes, assertions, statistics, and other information that comes from a specific source. All photos, images, and charts used in the document shall be accompanied by OSC's document release form granting EPA permission for use or demonstration that the photo is already licensed for such use.

### **3B. Prepare Memo for EPA's Building Blocks Equitable Development Tool.**

Within ten (10) weeks after the workshop, the Contractor shall prepare a two to five (2-5) page memo detailing any gaps or weaknesses in the current version of EPA's equitable development tool. This memo should explain how the Contractor overcame those gaps through the use of outside, supplemental resources. The memo should also explain if and how the tool could be strengthened by adding additional components. If, in preparation for the Workshop, the Contractor made changes to their version of the tool, Contractor agrees to provide those changes to the EPA and agrees that those changes may be used in future versions of the tool.

## **VII. SCHEDULE FOR DELIVERABLES**

The Contractor shall provide the following specific deliverables to the EPA TOPO:

	<b>Deliverable</b>	<b>Form &amp; Quantity</b>	<b>Deadline</b>
Task 1 A-C Task 3	Monthly conference calls with Small Project Team	Six (6) conference calls; length TBD (one (1) hour or less). Three (3) after award of contract; three (3) after workshop.	Within one (1) week of contract award; monthly thereafter until transition to biweekly calls. Within one (1) week of workshop, resume monthly calls.
Task 1B	Research existing tools & resources	Brief Small Project Team during regularly-scheduled calls; email with EPA as appropriate	2nd Small Project Team call.
Task 1C	Research local & state policy	Brief Small Project Team during regularly-scheduled calls; emails with EPA as appropriate	3rd Small Project Team call.
Task 1D-F Task 2	Biweekly conference calls with Small Project Team	Approx. ten (10) conference calls; length TBD (one (1) hour or less)	Begin three (3) months after award and continue through Workshop.
Task 1D	Analyze existing conditions & apply research from 1B-1C	Brief Small Project Team during regularly-scheduled calls; emails with EPA as appropriate	Four (4) months after contract award or fourteen (14) weeks before workshop – whichever is earlier.
Task 2	Finalize workshop dates. TBD with Small Project Team based on schedules of key participants.	Accomplish during regularly-scheduled calls and via email.	Four (4) months after contract award.
Task 1 Task 3	Conference call with federal advisory committee	Two (2) 1-hour conference calls.	First call: Before completing Task 1E. Second call: within two (2) weeks after workshop.
Task 1 Task 3	Conference call with local/county/state advisory committee	Two (2) 1-hour conference calls.	First call: Before completing Task 1E. Second call: within two (2) weeks after workshop.
Task 1E	Outline of Interim Report due to EPA	One (1) ~5-page Word document	Ten (10) weeks before workshop OR five (5) months after contract award – whichever is earlier. EPA will return comments within two (2) weeks.

Task 2	Draft workshop agenda due to EPA	One (1) 2-page Word document	Eight (8) weeks before workshop. EPA will send comments within two (2) weeks.
Task 1E	Draft Interim Report due to EPA	One (1) 10- to 15-page Word document	Six (6) weeks before workshop. EPA will send comments within two (2) weeks.
Task 2	Revised draft agenda due to EPA	One (1) 2-page Word document	Four (4) weeks before the workshop.
Task 1E	Revised Interim Report to serve as briefing document for technical staff attending Workshop	One (1) 10- to 15-page Word document	Two (2) weeks before workshop.
Task 2	Facilitate Workshop	Present findings and lead discussions at two (2)- or three (3)-day workshop	Seven (7) months after contract award. TBD by Small Project Team based on schedules of key participants.
Task 3A	Draft Final Report (revision of Interim Report) to EPA	Approx. 20-page Word document	Three (3) weeks after Workshop. EPA will send comments within two (2) weeks.
Task 3	Revised Final Report to EPA	Approx. 20-page Word document	Seven (7) weeks after workshop. EPA will send final comments within two (2) weeks.
Task 3	Final Report due to EPA	Approx. 20-page Word document	Ten (10) weeks after workshop.
Task 3B	Memo to EPA on improvements to Building Blocks Tool; revised tool used for Workshop	2-5 page Word document; Workshop materials	Ten (10) weeks after workshop.

## VIII. Miscellaneous

Software Application files, delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, Office 2013, single-spacing, 12 point font. Documents shall adhere to the EPA/Office of Sustainable Communities Style Guide
Preferred presentation format:	Power Point, Office 2013
Preferred portable format:	Adobe Acrobat



<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 001		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)
6. ISSUED BY HPOD		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE
HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460						
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) CH2M HILL INC. Attn: (b)(4) 9191 S JAMAICA STREET Englewood CO 80112		(x)		9A. AMENDMENT OF SOLICITATION NO.		
				9B. DATED (SEE ITEM 11)		
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-011 0043		
				10B. DATED (SEE ITEM 13) 09/02/2014		
CODE (b)(4)				FACILITY CODE		

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

See Schedule

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

**E. IMPORTANT:** Contractor ☐ is not, ☒ is required to sign this document and return \_\_\_\_\_ 0 \_\_\_\_\_ copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

DUNS Number: (b)(4)

TOPO: Sarah Dale Max Expire Date: 06/01/2015

The purpose of this modification is to remove Kevin Nelson as Task Order Project Officer (TOPO) and add Sarah Dale as the new TOPO. All other terms and conditions remain unchanged.

**LIST OF CHANGES:**

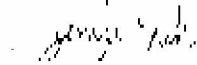
Total Amount for this Modification: \$0.00

New Total Amount for this Version: \$0.00

New Total Amount for this Award: \$61,915.38

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Jennifer Kuhn	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. ELECTRONIC SIGNATURE 	16C. DATE SIGNED 10/29/2014

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-11-011/0043/001

PAGE OF

2

2

NAME OF OFFEROR OR CONTRACTOR

CH2M HILL INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	TOCOR (Task Order Contracting Officer's Representative) changed to : Sarah Dale Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 09/02/2014 to 06/01/2015				

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE		PAGE OF PAGES 1 2		
2. AMENDMENT/MODIFICATION NO. 002		3. EFFECTIVE DATE 06/01/2015		4. REQUISITION/PURCHASE REQ. NO. PR-OA-14-00099		5. PROJECT NO. (If applicable)	
6. ISSUED BY HPOD		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(x)		9A. AMENDMENT OF SOLICITATION NO.			
CH2M HILL INC. Attn: (b)(4) 9191 S JAMAICA STREET Englewood CO 80112				9B. DATED (SEE ITEM 11)			
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-011 0043			
				10B. DATED (SEE ITEM 13)			
CODE (b)(4)		FACILITY CODE		09/02/2014			

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

- ☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

See Schedule

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.243-2(a)(1) Changes - Cost Reimbursement (ALT I)
	D. OTHER (Specify type of modification and authority)

**E. IMPORTANT:** Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

DUNS Number: (b)(4)

TOCOR: Sarah Dale Max Expire Date: 06/19/2015

The purpose of this modification is to extend the task order period of performance from June 1, 2015 to June 19, 2015 at no additional cost to the government. All other terms and conditions remain unchanged.

**LIST OF CHANGES:**

Period of Performance End Date changed from 01-JUN-15 to 19-JUN-15


Total Amount for this Modification: \$0.00

New Total Amount for this Version: \$61,915.38

New Total Amount for this Award: \$61,915.38

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Jennifer Kuhn	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		 (Signature of Contracting Officer)	06/17/2015

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-11-011/0043/002

PAGE OF

2

2

NAME OF OFFEROR OR CONTRACTOR

CH2M HILL INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Maximum Potential Expiration Date changed to : 06/19/2015  CHANGES FOR LINE ITEM NUMBER: 1 End Date changed from 01-JUN-15 to 19-JUN-15  FOB: Destination Period of Performance: 09/02/2014 to 06/19/2015				